



Learning, Love and Service

2024-2025

Saint Rose Catholic School Extended Care Handbook

1601 N. Tennessee Blvd.
Murfreesboro, TN 37130
615-692-2575

Saint Rose Extended Care Policies & Procedures

Philosophy

Our philosophy is to encourage students to grow through learning, love and service as an extension of Saint Rose School. It is our goal to provide a safe, caring atmosphere for students outside of regular school hours.

Eligibility

The Extended Care Program is part of the total school program and is designed for Saint Rose School children. Students are accepted on a drop-in basis, but pre-registration is requested during the school enrollment process to help us gauge staffing needs.

Organizational Structure

The program is under the supervision of the extended care director, who reports directly to the school principal. The extended care program is staffed by CPR and First Aid certified caregivers who complete at least 12 hours of ongoing training throughout the school year. All program elements meet or exceed Department of Education childcare requirements.

Program's Responsibility

The extended care program is responsible for the complete care and safety of school students during the hours of 7am-7:30am and 3:05pm-6pm, who are checked into the program (i.e. not in attendance at any other extracurricular activity and not in the custody of a parent, teacher, or tutor). This care includes, but is not limited to, feeding, diaper changing, exercise, and entertainment. Trained staff members are on-site during program hours to administer first aid if necessary.

Ages

The extended care program serves all students who are enrolled in the school. This encompasses ages 2 years old through 8th grade.

Fees

Fees are billed bi-weekly and due upon receipt. All charges must be paid in order for report cards to be released. A returned check charge of \$30.00 is assessed for all returned checks.

Parent's Responsibility

Parent responsibilities include, but are not limited to:

- Providing complete and accurate emergency contact information to the school to ensure that you or your designee can be contacted in a timely manner in the event of a crisis
- Providing a complete and updated pick-up list to the school to ensure that your child only leaves our care with designated adults
- Labeling student belongings for easy return if lost
- Retrieving child from our care at or before 6:00pm each afternoon and not dropping him/her off before 7:00am
- Paying extended care program fees in a timely manner

Student Responsibilities and Behavior

Students are asked to maintain the kind, respectful, and socially conscious behavior that they model during the school day. Students are also responsible for keeping up with personal belongings and helping staff to keep classrooms neat and clean.

While our staff is trained in and employee positive discipline methods to encourage socially appropriate behavior, repercussions for poor behavior are enacted in accordance with wider school policy. These may include timeouts, corrections, and demerits. Corrections received in extended care accumulate with corrections received during the school day.

For more information on the school discipline program see the Parent/Student Handbook.

Cell Phone Usage/Electronic Devices

Students may not use personal cell phones, tablets, smart watches, or any other electronic devices during the school or extended care day. However, students have access to school-approved games and websites via the school computer lab and extended care iPad on certain days and during certain hours. If students need to communicate with a parent or other adult regarding pick-up or changes in extracurricular activities, they may do so at the desk of the extended care director using the extended care phone.

Calendar

After school hours of operation are 2:40-6:00PM for preschool students and 3:05-6:00PM for K-8th students, except on early dismissal days when the program will start as soon as school is dismissed and will close at 6:00 PM. Extended Care is not available when school is closed due to a holiday; such as: Labor Day, Fall Break, Thanksgiving Break, Christmas Break, Martin Luther King, Jr. Day, President's Day, Spring Break, Easter Break, and Memorial Day. Advance registration is required for care on early dismissal and non-school days when Extended Care is offered.

Daily Schedule (adjustable)

3:05-3:25	Sign-in/Snack
3:25-3:30	Snack clean-up
3:30-4:30	Outdoor play or indoor group games, depending on weather
4:30-5:15	Outdoor play or arts & crafts
5:10-6:00	Centers, board games, free play

Snack

Preschoolers receive a snack at 2:45PM and K-8th students receive snacks at 3:10PM. Healthy snacks are provided, but students may bring and eat their own snacks, if desired, during designated snack times.

Homework

Time is given to students who ask to complete homework. Staff cannot provide tutorial services during this time, although we will assist and answer questions to the best of our ability.

Scheduled Activities

Students are offered a range of interesting activities during extended care hours and are encouraged by staff to engage in any and all activities that interest them. These activities include, but are not limited to: Board games, large group games led by staff members, arts & crafts, playground activities, sports, etc.

Playground /Gym /General Play Guidelines

Outside Play

Per Department of Education rules, all students play outdoors when temperatures (with wind chill as a factor) are above 32F and below 95F and precipitation is not occurring. This means that students should be sent to school every day with clothing that is appropriate to the weather.

Indoor Play

Students will play indoors for part of each afternoon. On inclement weather days, students will play indoors for the entire afternoon. During this time, staff members will lead engaging indoors activities, and students will have the opportunity to use the computer lab, check out board games, and create art.

Playground

The following rules help us to care for equipment and prevent accidents:

- **The slides:**
 - Only one person on the slide at a time
 - Sitting with feet first sliding only
 - Feet are not to be hung over the side while sliding
 - No gravel or mulch is to go down the slide
 - No climbing up the slides
- **The swings:**
 - Only one student per swing
 - Always sit in the seat, no standing
 - To stop, use feet to drag, no jumping
 - Swing at the level they are set, no winding of the chains
 - No running under a swing while pushing a friend
- **General**
 - If a ball enters the street or goes over the fence, the students must ask permission to retrieve it.
 - Soccer and football may be played in a non-contact manner
 - The mulch is not to be picked up, thrown, or used for play
 - Students are not allowed in the parking lot without permission.
 - Students must have permission before going inside for water or to use the restroom.
- **Jo Call Room**
 - Students will place backpacks on pews or edge of walls.
 - Walking only
 - Students may not leave to return to classrooms
 - Keep balls outside
 - No climbing on chairs
 - Respect games and equipment at all times
 - Only staff members answer or open the door

Arrival and Pick-up

All students are to arrive at their designated extended care classroom immediately after the bell rings. If a student needs to change clothing, use the restroom, or speak with a teacher, he or she may do so after checking in to extended care and asking permission from the extended care staff. Students who are not retrieved from the car line by 3:25PM will be checked into the extended care program and parents will be billed accordingly. Families will also be billed if students check into extended care A) Instead of a club or extracurricular activity, B) In the event that a club or extracurricular activity is canceled, and C) If a parent or guardian is not present to retrieve a child from a club or extracurricular activity by 5 minutes after the end time of said activity.

The program will close at exactly 6:00 PM daily. If, for any reason, a parent arrives after 6:00 PM, he/she will be charged \$3.00 per minute. To ensure your child's safety, the program will not release your child to anyone other than the parent or guardian unless specified in writing from the parent. You must notify the director when someone new will be picking up your child. All people authorized to pick-up a student must be ready to identify themselves with a photo I.D. when retrieving a child, until the staff is familiar with that person. Each child must be signed out each day by the retrieving adult. On full days, an adult must walk the child in and sign him/her in.

Communication

Please do not send a verbal message by way of your child. Please contact us by phone or written note when important information needs to be relayed. Communication between staff and parents is most important. You may reach us by phone at the Extended Care cell phone number, 615-692-2575.

Medication

If a child is on medication and the medication must be administered during Extended Care hours, the parent must complete the Diocesan Medication form, found on our website www.school.saintrose.org /Parents/Medical Forms.

All medicines must be brought to the school office in the original container. These medications will then be given to Extended Care. Students may not carry medicines on their person unless there is a written recommendation by a physician and for a serious reason. Designated Extended Care personnel will assist in self-administration of medication.

Illness Policy

If a child becomes ill during Extended Care time, runs a fever of 100.4 or higher, or needs special attention, parents will be contacted. If we are unable to locate the parent, the name and number noted on the "Emergency Form" will be called. In the event that there is still no response, we will attempt to call a relative or friend. No child will be sent home without permission of the parent, or one designated to take the place of the parent. No child will be sent home alone during Extended Care hours, therefore, it is **required** that the emergency number be filed for each student and kept up-to-date.

If a student has been ill with a fever, cold, sore throat, skin rash or skin eruption, he/she should NOT be in school. A child should be free of ailments and/or fever for **twenty-four** hours **before** returning to school with a note from a guardian or doctor.

A child should not be sent to school with symptoms of an illness which may include a stomachache, headache, or other ailment. If a child has a temperature, is vomiting or is not well enough to stay in class, a parent will be called to come and take him/her home.

Emergencies

For your child's safety, it is imperative that the emergency information sheet for your child is kept accurate and up to date. If any of the information should change, it is the responsibility of the parent to notify the program. This includes but is not limited to, change of address, phone number, work location, work number, allergies, other medical conditions such as epilepsy, asthma, minimal brain dysfunction, etc. In any emergency, the program has permission to take such reasonable measures, necessary to ensure the welfare and safety of the child. Unless otherwise indicated, your child will be taken to Saint Thomas Rutherford Hospital at your expense.

Liability

Liability for acts of the child while they are under the care of the program is the parent's responsibility. The program will exercise reasonable care and judgment in all matters related to the welfare and safety of the child.